
SCSSE

School of Computer Science and Software Engineering
Faculty of Informatics

CSCI321 Project
Subject Outline
Spring Session 2009/Autumn Session 2010

Head of School – Prof. Willy Susilo, Student Resource Centre, Tel: (02) 4221 3606

GENERAL INFORMATION

Subject Coordinator

Telephone Number:

Email:

Location:

Dr Koren Ward

02 4221 5322

koren@uow.edu.au

3.110

Dr Ward's consultation times during session:

Day

Thursday

Friday

Time

15:30 – 17:30

15:30 – 17:30

Subject Organisation

Session:

Credit Points

Contact hours per week:

Lecture Times & Location:

Tutorial Day, Time and Location can be found at:

Spring 2009/Autumn 2010, Wollongong Campus

12 credit points

1 hr lecture in Spring session

9:30 – 10:30 Tues, 19-2100 Week 1-4

<http://www.uow.edu.au/student/timetables/index.html>

Students should check the subject's web site regularly as important information, including details of unavoidable changes in assessment requirements will be posted from time to time via e-Learning space <http://www.uow.edu.au/student/>. Any information posted to the web site is deemed to have been notified to all students.

Subject Description

Working in groups, students design, implement, and document a software system. Involves: project planning and scheduling, seminars and individual presentations, group coordination, research of proposed application domain, use of design methodologies, design documentation, coding, module and system integration, testing, verification, and implementation. A small number of project topics have been proposed. Students will form teams, each of which will design, implement and document a solution to one of the proposed projects. Teams will meet weekly with supervisors to discuss progress and problems.

Subject Objectives

This subject will develop the student's ability to handle the definition, design, programming and documentation of a non-trivial software project.

Graduate Qualities

This subject will continue to the following graduate qualities:

Informed

Independent Learners

Problem Solvers

Effective Communicators

Responsible
Team Work
Innovation & Design

Further information can be found at:

<http://www.uow.edu.au/informatics/scsse/current/SubjectInformation/UOW049401.html>

Attendance Requirements:

It is the responsibility of students to attend all lectures, group meetings and software demonstrations for this subject. It should be noted that the amount of time spent on each 6 credit point subject should be at least 12 hours per week, which includes lectures/tutorials/labs etc.

Satisfactory attendance is deemed by the University, to be attendance at approximately 80% of the allocated contact hours.

Attendance rolls will be kept for lectures group meetings and software demonstrations. If you are present for less than 80% and would have otherwise passed you need to apply for student academic consideration, otherwise a TF (technical fail) grade will be recorded.

Method of Presentation:

In order to understand project requirements and be allocated to a group and supervisor students need to attend all lectures.

There is a list of projects offered by SCSSE staff members that are available on Week 1 during the lecture time.

It is at the discretion of the lecturer to decide how many projects they will supervise. It is also at the discretion of the lecturer to decide on which group he/she is going to give the project to. Each group will be assigned an assessor who, together with your supervisor, will award marks for your project.

Students will form teams, each of which will design, implement and document a solution to one of the proposed projects. Teams will meet weekly with supervisors (see below) to discuss progress, project design issues and problems. Team size is typically around 5 (max) but will vary with the project.

It is the team's responsibility to find a project.

A 1 hour lecture will be given from Week 1 to approximately Week 4 Spring session 2009 (Session I). The lecture will only cover the **administration required** in the subject, and therefore is **compulsory**. There may be future lectures. Students will be advised via SOLS mail when this happens. The lecture will involve the formation of groups, allocation of projects, description of deliverables, tutorials on project development and description of documentation.. Any future information will be provided at the website <http://vista.uow.edu.au>. Any information posted on the subject web site is deemed to have been notified to all students.

The team should conduct minimum **2 x 1 hourly meetings per week**. One of these meetings is to be held with the supervisor and is to be organised by the supervisor. The other involves only group members. It is generally advised that the group meeting **should happen** before the supervisor's meeting and the outcomes of the meeting should be provided during the supervisor's meeting.

During week 13 Autumn Session 2010 (Session II), groups are required to display and demonstrate their project in the project lab so that the project can have its final assessment.

Lecture Schedule:

A proposed Lecture schedule for the subject is as follows:

Week	Topic	Task
1	Introduction	Select a project
2	Projects, Groups and Supervisors	Form a group
3	Project Assessment and Schedule	Analyze the project
4	Project Management	Assign work to group members

Changes to the above schedule will be posted via e-Learning space <http://www.uow.edu.au/student/>. Any information

posted to the web site is deemed to have been notified to all students.

Subject Materials:

Any readings/references are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings

Assessment:

This subject has the following assessment components.

ASSESSMENT ITEMS & FORMAT	% OF FINAL MARK	GROUP/ INDIVIDUAL
Session 1 (AUTUMN)	Total Marks: 20 marks	
Project Diary: <i>Minutes of meetings, records of milestones, client interactions, work done, etc.</i>	5	Week 6 and 12 of Session I. The document should be submitted to the subject coordinator for assessment by the supervisor. Refer to point (e) for further information.
Preliminary Project Documents. <i>Preliminary User Manual and Preliminary Technical Design Manual</i>	10	Week 11 of Session I. The document should be submitted to the subject coordinator for assessment by the supervisor. Refer to point (f) for further information.
Project Website. <i>With online preliminary manuals in HTML or PDF formats.</i>	5	Week 13 of Session I. Students should advise the subject coordinator(s) as to the URL – this will in turn be communicated to the supervisor. Refer to point (g) for further information.
Session 2 (SPRING)	Total Marks: 80	
Project Diary. <i>Minutes of meetings, records of milestone, etc.</i>	5	Week 6 and 12 of Session II. The document should be submitted to the subject coordinator for assessment by the supervisor. Refer to point (e) for further information.
Prototype and Demonstration. <i>Must demonstrate to the supervisor.</i>	10	Week 8 of Session II. Groups are to demonstrate to the project supervisor the initial version of their project. Supervisors will prepare a report that is returned to the subject coordinator(s). Refer to point (h) for further information.
Final Product. <i>Code and Documentation to be submitted to both assessor and supervisor.</i>	20 marks for Code 25 marks for Documentation	Week 12 of Session II. Students should provide the subject coordinator with two hard copies of the code and project documentation including diaries. Refer to point (i) for further information. Supervisors and assessors will mark and provide feedback to both students and coordinator.
Project Web Site.	10	Week 12 of Session II. The subject coordinator should be advised of the location of the final website. Subject coordinators will advise supervisors as to the details. Refer to point (g) for further information.
Project Demonstration and Assessor/Supervisor Discussions.	10	Week 13 of Session II. Refer to points (j) and (k) for further information.

Notes on Assessment:

All assignments are expected to be completed independently. Plagiarism may result in a FAIL grade being recorded for that assignment.

Weightings shown are subject to variation and intended mainly as a guide for assessing the final result. Each student's final result will be evaluated on his or her individual efforts and contributions. Feedback on assessment will be returned within 2 weeks of their submission.

- a) Groups seeking an extension past the due date for the submission of required assessment items should consult the Guide for Student's document (see link below). This also specifies the penalties imposed for the late submission of assessment items, copying and plagiarism. Further information can be found at: <http://www.uow.edu.au/student/calendar/rules/plagiarism.html>
- b) Failure to complete assessable tasks may result in a **FAIL** grade being recorded.
- c) All assessable documents must be submitted according to the format specified in lectures and on this outline. All assessment tasks **MUST** be submitted to the CSCI321 Subject Coordinator with appropriate cover sheets. The coordinator will pass these onto supervisors for marking. Students **MUST not submit materials to project supervisors.**
- d) Feedback on submitted assessable items will be provided through your supervisor in meetings.
- e) Project diaries are due in Week 6 and 12 of Sessions I and II. The diaries should contain minutes from all meetings along with a description of activities performed by member. Note that individual contribution must also be highlighted in the diary. It is recommended that students use a weblog (blog) to store diaries. Students must advise the CSCI321 Subject Coordinator as to the location of the blogs by the due date. Students may submit a hardcopy to the CSCI321 Subject Coordinators if they wish.
- f) Preliminary project documentation is due Week 11 of Session I. The documentation should consist of a technical manual containing architectural and design aspects of the project. In addition to this a preliminary user manual should be provided. The user manual should outline what the functionality of the software is and how a user may interact with it. It should be noted that this documentation is to be submitted to the CSCI321 Subject Coordinator **in hardcopy form.** A softcopy should be placed on your website.
- g) Each project group will be allocated a website by the school. The group will be advised by the coordinator when the website is setup. If a group requires additional resources e.g. storage they should advise the CSCI321 Subject Coordinator. Students should provide the CSCI321 Subject Coordinator with a link to a functional version of the website by Week 13 of Session 1 (if not earlier). This site should be maintained for the duration of the project. Information regarding projects as a collective can be found at <http://www.itacs.uow.edu.au/tradeshaw>.
- h) Students should demonstrate an initial version of their software by Week 8 of Session II to the supervisor. The supervisor should provide feedback to the students on where things should be changed/ improved. The supervisors will report to the subject coordinators as to how the project is progressing.
- i) Final project documentation is due week 12 of session II. Final documentation should be accompanied with the programs code and binaries. All documentation should be submitted in hardcopy form to the CSCI321 Subject Coordinators. A copy of all documentation should be made available on the project site in PDF or Postscript formats. ALL group members must contribute a reasonable amount determined by the supervisor to the implementation i.e. code of the project and documentation. Failure to do so may result in a FAIL grade being assigned to students who do not comply.
- j) All groups and members are expected to demonstrate and discuss their project during week 13 of session 2. Your participation in the demonstration and discussion with supervisor and assessor will be assessed. It is expected that groups coordinate with their supervisor and assessor to demonstrate their final project.
- k) After the project each group member will be required to review other group member's performance. This information is used by the supervisor and assessor to get an idea of individual participation and contribution towards the project.
- l) The above points should be read in conjunction with the sections below.

Project Activities and Milestones

You should plan to spend about 12 hours per week during each session working on the project. Reports from previous years indicate that this is in fact about the average time committed by students. However, all too often the time distribution is badly skewed with 6 hours per week in session I and 18 hours per week in session II being the apparent norm. To avoid this it is highly recommended the following schedule be adhered to.

Time	Activity or Milestone
Session I, Week 1	Start group formation (groups of 4-6) & Select Topic
Week 2	Finalise groups and topics
Week 3	Commence design, prototyping and web site
Week 6	Submission of project diary.
Week 11	Submit preliminary technical manual and user manual. Look at finalizing aspects of the systems design.
Week 12	Start coding the final product, submit diary.
Week 13	Demo project web site with product description and documentation to supervisor. Once this is done you can finalise your design of the system.
Session II, Week 6	Submission of project diary.
Week 8	Demonstrate first round working system.
Week 12	Finalise the project website, submit final documentations and diary and advise supervisor and the coordinator.
Week 13	Project demonstration and discussion.

Meetings & Resources

The supervisor's job is mainly to describe the product at a high level, resolve design issues and assess the work. The supervisor can be asked for advice; however the supervisor should not be expected to do any substantial part of the design or implementation. Each group should run its own meetings. It is advised that groups meet weekly. Minutes of each meeting should be recorded. As suggested previously a Weblog may be used to hold minutes of meetings with supervisors and other members. The Weblog should be accessible from the projects site.

The needs of different groups and supervisors may vary. So if any special needs are identified, which require special software or hardware, a request must be made to one of the CSCI321 Subject Coordinators to determine if the request can be fulfilled. The subject coordinators will liaise with groups on this matter during the first semester (by the end of week 5 with infrastructure/ software arriving a few weeks later). Each group will be allocated space in the Project Lab in Building 3.

Group Project Web Sites

Each group will be provided with a website for portraying information on their project. The coordinator will advise the group when the website space has been created. The project web site need not be sophisticated. However, it should promote a "corporate" image and product to its intended customers, including:

- a) home page with project name, group members & their tasks, supervisor, assessor and date last modified
- b) product description page(s)
- c) documentation page (including user manual and technical manual links)
- d) an MPEG video demonstration of the project
- e) contact us page, FAQ page, etc

The MPEG video should basically provide a demonstration of your product and its functionality. It is common practice to integrate a PowerPoint Presentation into the video. Such video's can be generated using freeware solutions. You should put your weblog on your site if you choose to have one. Students can host websites externally provided they advise the Subject Coordinators AND put a referral on their UOW site.

Documentation

The precise format and content of the final project documentation may vary from project to project. Consequently, the requirements of documentation should be discussed in detail with your supervisor. The final submitted project must include the following items (at least) to achieve a pass grade or better:

- a) a user manual
- b) a technical report (including minutes of meetings)
- c) the source code
- d) the web site

These documents are to be submitted to the CSCI321 Subjects Coordinators for distribution to supervisors. An additional copy should be provided to the assessor where appropriate. Where the source code or web site is considered too large to be printed, these items may be submitted on CD/DVD only.

Final Assessment

The product must be demonstrated to both the supervisor and assessor during Week 13 of Session 2 in the project lab. It is the group's responsibility to ensure that the assessor has copies of all documentation before the project demonstration and to schedule a time for the demonstration that is suitable for the assessor, the demonstrator and group members. All group members should be present at the project demonstration and be prepared to answer any questions asked on the project.

Project Support & Student Contact

The following staff members are available for assistance:

Name	Room Number	Support
David Wilson	3.228	Unix, C,
Yuan Tian	3.2228	Unix, C
Michael Milway	3.228	PC related
Kathy Lyon	3.228A Monday-Friday 9.00 - 13.00	Administrative matters.

Questions about project design should be referred to your project supervisor. Problems with team administration should be discussed first with the project supervisor. If the problem cannot be resolved at this level, it should be referred to the Subject Coordinators. Appointments to see the subject coordinators outside consultation times can be made via email.

Project Team Rules

The following rules apply to team members:

- a) Team members will co-operate to achieve a common goal. Often, each team member will work on a different sub-problem, so that the success of the team as a whole will depend on the individual work of all of its members. Sometimes several team members will independently solve a crucially important problem, so that a "best" or "correct" solution can be established by comparison.
- b) Each team will elect a leader for the project or each phase of it. The project leader will be responsible for the co-ordination of the design, programming and background reading tasks performed by members of the group and communicating instructions from the supervisor to appropriate group members.
- c) Each team member will write a significant portion of the code. The code must include clear documentation about who wrote it and who modified it. This will influence your coding assessment component.
- d) The team leader is to ensure that team members contribute equally to the project.
- e) Any problems must be discussed with the project supervisor as soon as they arise, **NOT** at a later stage when the problem cannot be resolved.
- f) All team members must attend the project demonstrations to the assessor and supervisor.

Electronic Submission of Assessment Items:

Unless otherwise notified by the subject coordinator, all written assignments must be submitted electronically.

Submission of assessment items via email will not be accepted.

Other Procedures for the submission of assessment items:

In addition to electronic submission students may also be required to submit assessment items in hard copy to their supervisor.

All assessment items will be returned within 2 weeks of their submission.

To be eligible for a Pass in this subject a student must provide a significant contribution to the team. A considerable portion of this contribution must be made during the coding stage of the project.

Procedures for the return of assessment items:

All assessment items can be collected from the subject coordinator or the group's supervisor once they have been assessed.

Penalties for late submission of assessment items:

Penalties apply to all late work, except if student academic consideration has been granted. Late submissions will attract a penalty of 25% of the assessment mark.

This amount is per day including weekends.

Work more than 4 days late will be awarded a mark of zero.

Student Academic Consideration Policy

The School recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for student academic consideration in order to complete all assessable work.

The University applies strict criteria to the granting of student academic consideration. Before applying for student academic consideration, students should carefully read the University's policy which can be found at: <http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf>.

Plagiarism

When you submit an assessment task, you are declaring the following

1. It is your own work and you did not collaborate with or copy from others.
2. You have read and understand your responsibilities under the University of Wollongong's policy on plagiarism.
3. You have not plagiarised from published work (including the internet). Where you have used the work from others, you have referenced it in the text and provided a reference list at the end of the assignment.

Students must remember that:

Plagiarism will not be tolerated.

Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University's policies on Plagiarism as set out in the University Handbook under University Policy Directory and in Faculty handbooks and subject guides. Plagiarism has led to the expulsion from the University.

Student Academic Grievance Policy

The School aims to provide a fair, equitable and productive learning environment for all its students. The Student Academic Grievance Policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving student academic grievances.

Any student who has a grievance over a result should obtain a Faculty of Informatics Appeal Against Decision or Action Affecting Academic Experience form from the Informatics Student Enquiry Centre. (<http://www.uow.edu.au/content/groups/public/@web/@inf/@faculty/documents/doc/uow017433.pdf>) The student should firstly take the form to the marker/lecturer to discuss the matter and, if the student is still not satisfied, s/he should take the next step as outlined on the form.

Once the grievance has been considered by the Faculty, if the student still feels the situation has not been fully resolved s/he may consult the Dean of Students. However, the Dean of Students can have no input into the academic judgment of the lecturer and can only review the grievance to ensure proper procedure has been followed.

Relevant University Policies, procedures and students services:

For more information students must refer to the Faculty handbook, online references or consult the UOW policy in full at <http://www.uow.edu.au/handbook/courserules/studacgrievpol.html> which contains a range of policies on educational issues and student matters.

This outline should be read in conjunction with the following documents:

Code of Practice - Teaching and Assessment http://www.uow.edu.au/handbook/codesofprac/teaching_code.pdf	Code of Practice - Students http://www.uow.edu.au/handbook/codesofprac/cop_students.html
Code of Practice-Honours http://www.uow.edu.au/handbook/CodeofPractice-Honours.pdf	Acknowledgement Practice Plagiarism will not be tolerated: http://www.uow.edu.au/handbook/courserules/plagiarism.html
Key Dates http://www.uow.edu.au/student/dates.html	Student Academic Consideration Policy: http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf
Course Progress Requirements: http://www.uow.edu.au/student/mrp/index.html	Graduate Qualities Policy: http://www.uow.edu.au/about/teaching/qualities/index.html#_The new UOW
Academic Grievance Policy (Coursework and honours students) http://www.uow.edu.au/handbook/courserules/studacgrievpol.html	Non-Discriminatory Language Practice and Presentation http://staff.uow.edu.au/eed/nondiscrimlanguage.html
Occupational Health and Safety http://staff.uow.edu.au/ohs/commitment/ohspolicy/index.html	Ownership of Work & Intellectual Property Policy: http://www.uow.edu.au/handbook/generalcourserules/UOW028651.html
Human Research Ethics Committee: http://www.uow.edu.au/research/rso/ethics/human/	Rules for student conduct: http://www.uow.edu.au/handbook/generalrules/StudentConductRules.pdf
Independent Learners' Introductory Program http://www.uow.edu.au/student/attributes/ilip/	Informatics Faculty Librarian, Ms Annette Meldrum, phone: 4221 4637, email: ameldrum@uow.edu.au
Student Support Services: http://www.uow.edu.au/student/services/ Informatics Faculty SEDLO (Student Equity and Diversity Liaison Officers) Virginie Schmelitschek, phone 4221 3833, virginie@uow.edu.au	SCSSE Internet Access & Student Resource Centre http://www.uow.edu.au/informatics/common/uow024466.html
SCSSE Computer Usage Rules http://www.uow.edu.au/informatics/common/uow024457.html	SCSSE Subject Outlines http://www.uow.edu.au/informatics/scsse/current